

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO. C586

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RECORDS RETENTION AND DISPOSAL SCHEDULE

WICOMICO COUNTY DETENTION CENTER

Item No.	Description	Retention
1	<p><u>INMATE BASE FILE</u></p> <p>A. Commitment Card - 8½" x 11" General Description - Inmate's Name, Address, DOB, Description, Employment, Previous incarceration, Education, Military, Emergency Information, Date Admitted, Arresting Agency, Searched and admitted by, telephone calls given, Detainers Charges, dispositions and release information.</p> <p>B. Fingerprint Cards - 8" x 8" General Description - Inmate's Name, Charges, bond, fingerprints, admitting officer, DOB, place of birth, Social Security Number and description.</p> <p>C. Work Release, Community or Trustee Status documents. General Description - 8½" x 11" General rules and regulations of the Detention Center's policy and procedures.</p> <p>D. Urine Test Results - Description - shows a positive or negative result to the use of drugs and alcohol.</p> <p>E. Inmate Progress Sheet - 8½" x 11" General Description - Logs all information about the inmate, i.e., court date, disciplinary measures, etc.</p> <p>F. Commitment Papers - 8½" x 11" General Description - states the inmate's charges, bond and conditions, date of trial or preliminary hearing.</p>	<p>Retain five (5) years, microfilm, then destroy card.</p> <p>Retain five (5) years, then destroy.</p> <p>Retain five (5) years, then destroy.</p> <p>Retain five (5) years, then destroy.</p> <p>Retain five (5) years microfilm, then destroy.</p> <p>Retain five (5) years, then destroy.</p>

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by

[Signature]
Date: 7/20/87 Signature: Title:

7/20/87 *[Signature]*
Date: State Archivist

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Item No.	Description	Retention
G.	Detainers - various sizes General Description - notifies the WDC of other charges or holds on the inmate in other areas.	Retain five (5) years, then destroy.
H.	Initial Classification Sheet - 8½" x 11" General Description - inmate's name, bond, charges, description, comments, security rating, previous history on inmate.	Retain five (5) years, then destroy.
I.	Pre-Classification Inmate Placement - 8½" x 11" General Description - inmate's name, charges, race, ages, sex, remarks, special precautions, Booking Officer's signature and dorm #.	Retain five (5) years, then destroy.
J.	Mattress Receipt Form - 8½" x 11" General Description - form that inmate has received a mattress and its condition and that the inmate is responsible for the mattress and his signature.	Retain five (5) years, then destroy.
K.	Inmate Property Record - 8½" x 5½" General Description - inmate's name, date, list of items placed in property room, inmate's signature, receiving officer signature releasing officer signature.	Retain five (5) years, then destroy.
L.	Inmate Issue - 8½" x 11" General Description - A list of what items are issued to inmates when booked in and signature of inmate stating that they are held responsible for these items.	Retain five (5) years, then destroy.
M.	Inmate Rules & Regulations Receipt - 8½" x 11" General Description - a receipt that the inmate has received a copy of the Inmate Rules and Regulations for the WDC.	Retain five (5) years then destroy.
N.	Strip Search Form - 8½" x 11" General Description - Inmate's name, charges, ID #, Reason for search, Officers signature and Supervisor's signature.	Retain five (5) years, then destroy.
	Various other documents that may be placed in the inmate's file includes the below listed.	Retain five (5) years, then destroy.
O.	Cell transfers - 8½" x 11" - inmate's name, cell transfer numbers, reason for transfer, time transferred.	

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Item No.	Description	Retention
	<p>P. Disciplinary Hearing Reports, Notice of Infraction or Incident, Administrative Segregation, Protective Custody and Classification Hearing - 8½" x 11" - these forms tell inmates name, charges, reasons for the hearing, infraction, etc.</p>	